



NATIONAL ENDOWMENT FOR THE ARTS

**PARTNERSHIP AGREEMENTS**  
**STATE ARTS AGENCIES**  
**Instructions for Final Descriptive Report Forms**  
**Part 1: Statistical**  
(All years)

Introduction

Attached are instructions for preparing the statistical portion of the report required of State Arts Agencies (SAA) as a condition of receiving a National Endowment for the Arts Partnership Agreement grant. The required format is designed to facilitate greater accountability, effective analysis of basic information about public arts agencies, and cooperation among state arts agencies, regional groups, and Endowment programs through information exchange. Information provided will also fulfill some state plan requirements and may be used in reports to Congress. State Arts Agencies are required to use this format in reporting on all agency-funded activities.

Terms and definitions come from the National Standard for Arts Information Exchange developed through the National Information Systems Project (NISP).

The statistical report (Part 1 of the Final Descriptive Report) consists of two sections: DETAIL and TOTALS. DETAIL is a list of all applications on which your agency is reporting and all in-house program activities carried out by your agency. TOTALS is a set of cumulative totals of the DETAIL information plus a summary of your administrative costs.

*The DETAIL section of your Final Descriptive Report must be submitted in an electronic format on a diskette/CD.* You must request a waiver from the State & Regional Partnerships staff if you cannot meet this technology requirement.

If you have questions or would like assistance completing this report, please call the State and Regional staff at 202/682-5430.

Instructions

1. For each application/award on which you are reporting, complete a record following the format shown on the Sample Record Layout on page 13, (e.g., Applicant Name, Applicant City, State, etc.). For each blank that requires a number, fill in only one number. If data is not available enter -1 or leave blank. Do not use zero for this purpose. Zero should only be used numerically.
2. On the DETAIL pages, use the top line to provide information about your agency and the Partnership Agreement grant on which you are reporting.

3. Following the format shown on the DETAIL page, list the records for each grant/award on which you are reporting. For this report grants/awards include:
  - a. activity for which there is an application/award process regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements, but may be included.
  - b. other program activities of your agency (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance).

Records may be listed in any order. Some agencies may find it convenient to continue to list applications in order by arts discipline, grant program, or alphabetical order. Reminder: the DETAIL pages must be submitted on diskette/CD. Do not submit hard copy DETAIL pages.

For those grants utilizing Basic State Plan component funds, indicate the amount of those funds in the BSP field (formerly the BSG/RAPG field -- [see Definition 25](#) of these instructions). For those grants utilizing any funds from the other Partnership Agreement grant components, i.e., arts education, underserved communities, American Masterpieces, or Challenge America funds, indicate the amount in the OTHER NEA field. If a grant uses funds from more than one of these components, enter the combined amount in the OTHER NEA field.

For those grants utilizing OTHER NEA funds (such as Folk Infrastructure), identify in the OTHER NEA SOURCE field the Endowment award(s) or grant component(s) from which these funds were received. [See ATTACHMENT 1](#) for a list of valid codes. Agencies must include this information on their final report diskette/CDs.

The sub-totals of the components that comprise OTHER NEA funds in PART A of the TOTALS page must be broken out in the specified columns in PART B of the page.

4. Number the DETAIL pages.
5. Fill in the top line of the TOTALS page with information about your agency and the Partnership Agreement grant on which you are reporting.
6. Add up all of the amounts shown on the DETAIL pages and enter the totals in Part A of the TOTALS page, according to the pattern shown at the top of the page (Individuals, Artists, etc.).
7. Copy the totals for "BSP Share," "SAA Share," and "Other Share" onto line 1 of the table in Part B of the TOTALS page. Breakout the sub-totals for the "Other NEA Share" onto line 1, columns 2 through 6 of the same table.
8. Add up the eight columns of line 1 to get the "Total Program Expenses" and enter the line 1 total in the blank provided just to the right of the table.
9. Provide requested information on your agency's administrative expenses in the eight columns of line 2, and enter "Total Agency Administrative Expenses" in the blank to the right of the table.

10. Add lines 1 and 2 for each of the eight columns and enter the totals on line 3.
11. Add all eight columns of line 3 and enter the total in the blank to the right of the table. This amount should equal the sum of "Total Program Expenses" plus "Total Administrative Expenses" immediately above.
12. On Line 4, provide the total amount of match for each component of the Partnership Agreement.
13. Sign and date the TOTALS page.

Arts Agency

Two-character state abbreviation for the state or jurisdictional arts agency submitting the report.

Grant Number

National Endowment for the Arts number for the Partnership Agreement grant on which "Arts Agency" is reporting. This 10-digit number can be found in the grant award letter from the National Endowment for the Arts.

Grant Start Date

The first date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

Grant End Date

The last date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

1. Applicant Name (National Standard Grants Management System (GMS) field #1)

Name of the organization or individual that applied for funds from your "Arts Agency." If your "Arts Agency" itself used funds to carry out a non-administrative program activity, enter name of your "Arts Agency."

2. Applicant City (National Standard GMS field #1)

City where "Applicant Name" is located.

3. Applicant State (National Standard GMS field #1)

Two-character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter "FO" if grant is awarded outside the United States.

4&5. Applicant ZIP Code & ZIP + 4 (National Standard GMS field #1)

ZIP Code for address of "Applicant Name". Leave this field blank if grant is awarded outside the United States.

6. Applicant Status (National Standard GMS field #1.A)

Legal status of "Applicant Name." Choose the one item which best describes the applicant.

01 Individual

02 Organization - Nonprofit

03 Organization - Profit

04 Government - Federal

05 Government - State

06 Government - Regional

07 Government - County

08 Government - Municipal

09 Government - Tribal

99 None of the Above

7. Applicant Institution (National Standard GMS field #1.B)

Choose the one item which best describes the applicant.

- |  |                                      |
|--|--------------------------------------|
| 01 Individual – Artist                   | 27 Library                           |
| 02 Individual - Non-artist               | 28 Historical Society                |
| 03 Performing Group                      | 29 Humanities Council                |
| 04 Performing Group - College/University | 30 Foundation                        |
| 05 Performing Group - Community          | 31 Corporation                       |
| 06 Performing Group – Youth              | 32 Community Service Organization    |
| 07 Performance Facility                  | 33 Correctional Institution          |
| 08 Art Museum                            | 34 Health Care Facility              |
| 09 Other Museum                          | 35 Religious Organization            |
| 10 Gallery/Exhibition Space              | 36 Seniors' Center                   |
| 11 Cinema                                | 37 Parks and Recreation              |
| 12 Independent Press                     | 38 Government - Executive            |
| 13 Literary Magazine                     | 39 Government - Judicial             |
| 14 Fair/Festival                         | 40 Government - Legislative (House)  |
| 15 Arts Center                           | 41 Government - Legislative (Senate) |
| 16 Arts Council/Agency                   | 42 Media - Periodical                |
| 17 Arts Service Organization             | 43 Media - Daily Newspaper           |
| 18 Union/Professional Association        | 44 Media - Weekly Newspaper          |
| 19 School District                       | 45 Media - Radio                     |
| 20 Parent-Teacher Organization           | 46 Media - Television                |
| 21 Elementary School                     | 47 Cultural Series Organization      |
| 22 Middle School                         | 48 School of the Arts                |
| 23 Secondary School                      | 49 Arts Camp/Institute               |
| 24 Vocational/Technical School           | 50 Social Service Organization       |
| 25 Other School                          | 51 Child Care Provider               |
| 26 College/University                    | 99 None of the Above                 |

8. Applicant Discipline\* (National Standard GMS field #1.C)

Choose the one item which best describes the applicant's primary area of work in the arts.

- 01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime--see "Theatre" 04 for mime
- 02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral
- 03 Opera/Music Theatre - include opera and musical theater
- 04 Theatre - include theatre general, mime, puppet, and theatre for young audiences
- 05 Visual Arts - include experimental, graphics, painting, and sculpture
- 06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan
- 07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media
- 08 Photography - include holography
- 09 Media Arts - include film, audio, video, and work created using technology or experimental digital media

- 10 Literature - include fiction, non-fiction, playwriting, and poetry.
- 11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.
- 12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)
- 13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.
- 14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.
- 15 Non-arts/Non-humanities - none of the above.

9. Congressional District of Applicant\* (National Standard GMS field #10)

District of the United States House of Representatives in which "Applicant Name's" business address is located. States with only one district enter 1.

10. Discipline of Project (National Standard GMS field #38)

Of the 15 items listed under #8, Applicant Discipline, choose the one item that best describes the discipline with which project activities are involved. If project activities are of a technical assistance or service nature, use the arts discipline that will benefit from the project.

11. Type of Activity (National Standard GMS field #39)

Choose the one item which best describes the project activities.

- 01 acquisition - expenses for additions to a collection
- 02 audience services - e.g., ticket subsidies, busing senior citizens to an arts event
- 03 fellowship - i.e., to individuals
- 04 creation of a work of art - include commissions
- 05 concert/performance/reading - include production development
- 06 exhibition - include visual arts, film, and video; exhibition development

- 07 facility construction, maintenance, renovation
- 08 fair/festival
- 09 identification/documentation - e.g., for archival & educational purposes
- 10 institution/organization establishment - for creation or development of a new institution/organization
- 11 institution/organization support - general operational support
- 12 arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts
- 13 marketing - all costs for marketing/publicity/promotion specifically identified with the project
- 14 professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project
- 15 professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project
- 16 recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes
- 17 publication - e.g., manuals, books, newsletters
- 18 repair/restoration/conservation
- 19 research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
- 20 school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time
- 21 other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time
- 22 seminar/conference
- 23 equipment acquisition
- 24 distribution of art - e.g., films, books, prints
- 25 apprenticeship
- 26 regranting
- 27 translation
- 28 writing about art (criticism)
- 29 professional development/training - activities enhancing career advancement

- 30 student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.
- 31 curriculum development/implementation - include design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives
- 32 stabilization/endowment/challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves, enhance funding leverage or stabilization
- 33 building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts
- 34 technical assistance - with technical/administrative functions
- 35 website/internet development - included the creation or expansion of existing web sites (or sections of web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet
- 36 broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks
- 99 none of the above

## 12. Project Descriptors (National Standard GMS field #39E)

Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

**A** Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

**I** International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

**P** Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

**T** Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

**Y** Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

## 13. Arts Education (National Standard GMS Field #39C)



An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Choose the one item which best describes the project activities.

01 50% or more of this project's activities are arts education directed to:

- A K through 12 students
- B higher education students
- C pre-kindergarten children
- D adult learners (including teachers and artists)
- 99 None of this project involves arts education

02 less than 50% of this project's activities are arts education directed to:

- A K through 12 students
- B higher education students
- C pre-kindergarten children
- D adult learners (including teachers and artists)
- 99 No arts education

14. Actual Individuals Benefiting (National Standard GMS field #126)

The total number of individuals who were directly involved in the funded activity as artists, non-artists, project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or enter a "-1" to indicate that data are not available.

15. Actual Artists Participating (National Standard GMS field #128)

Actual number of artists directly involved in providing artistic services specifically identified with the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists participated enter 0.

16. Youth Benefiting (National Standard GMS field #83A)

The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the Individuals Benefiting field, 14.

17. Grantee Race (National Standard GMS field #10A)

Coding should reflect the racial/ethnic characteristics of the grantee. For **individuals**, grantees may select **any combination** of the following that apply:

<u>Characteristics for Individuals</u>	<u>Code</u>
Asian	A
Black/African American	B
Hispanic/Latino	H
American Indian/Alaska Native	N
Native Hawaiian/Pacific Islander	P
White	W

This is most easily determined by allowing the grantee to identify his or her race.

For **organizations**, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below.

Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership:

<u>Code</u>	<u>Characteristics for Organizations</u>
A:	50 percent or more Asian
B:	50 percent or more Black/African American
H:	50 percent or more Hispanic/Latino
N:	50 percent or more American Indian/Alaska Native
P:	50 percent or more Native Hawaiian/Pacific Islander
W:	50 percent or more White
99:	No single group listed above represents 50 percent or more of staff or board or membership.

18. Project Race (National Standard GMS field #10B)

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose the terminal code "99."

<u>Code</u>	<u>Characteristics for Project</u>
A:	Asian individuals
B:	Black/African American individuals
H:	Hispanic/Latino individuals
N:	American Indian/Alaska Native individuals
P:	Native Hawaiian/Pacific Islander individuals
W:	White individuals
99:	No single group

19. Grant Amount Requested\* (National Standard GMS field #81)

Amount requested by "Applicant Name" in support of this project. If formal grant award process did not take place, include the amount allocated by "Arts Agency" to the project.

20. Grant Award (National Standard GMS field #24)

Dollar amount of grant awarded. If formal grant award process did not take place, enter amount allocated by "Arts Agency" to the project. If the application or project was not funded, enter 0.

21. Grant Amount Spent\* (National Standard GMS field #124)

Actual grant amount spent by "Applicant Name" on the project.

22. Actual Total Cash Expenses (National Standard GMS field #100)

Actual total of all cash payments made by "Applicant Name" specifically identified with the project. This should equal the total of National Standard GMS fields #89-99.

23. Actual Total Cash Income (National Standard GMS field #125)

Actual total of all cash income specifically identified with the project including "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

24. Actual Total In-Kind Contributions (National Standard GMS field #112)

The actual total value of expenses specifically identified with the project that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." This should equal the total of National Standard GMS fields #101-111. If there were no in-kind contributions identified with the project, enter 0.

25. BSP Share (formerly BSG Share)

Amount of Partnership Agreement Basic State Plan component funds included in "Grant Amount Spent." If no Basic State Plan funds were included enter 0. NOTE: This field name was changed to be consistent with the Partnership Agreement components. State and regional agencies may take the time necessary to update this field name in their own computer systems and on reports to the NEA.

26. Other NEA Share

Other National Endowment for the Arts funds, including Partnership Agreement funds other than those from the Basic State Plan component, included in "Grant Amount Spent." State arts agencies should include Arts Education, Underserved Communities, Challenge America, and American Masterpieces funds in this field. If no "Other NEA" funds were included enter 0.

27. SAA Share

State Appropriated funds included in "Grant Amount Spent."

28. Other Share

Other funds included in "Grant Amount Spent." Applicant match should not be entered under "Other Share." If no "Other" funds were included enter 0.

29. Other NEA Source

Codes referencing the source of the specific NEA grant(s) or grant component(s) included in the Other NEA field. If the grant in question uses funds from more than one grant, enter both codes. [See ATTACHMENT 1](#) for a list of valid codes.

30. SAA/RAO Unique Identifier

Agency's in-house application/grant identifier for each record.

## **FDR Part 1: Statistical ATTACHMENT 1**

### **Codes for “Other NEA Source” Field**

Every grant record using “Other NEA Share” funds must contain a reference to the specific Partnership Agreement component(s), NEA grant(s), or cooperative agreement(s) providing the funds. Select one code from the list provided below and enter it in the “Other NEA Source” field to identify the NEA category through which your agency received funding. (If the grant in question uses funds from more than one of the categories, enter both codes in the field.)

#### **List of Valid “Other NEA Source” Codes for State Arts Agencies**

##### **Partnership Agreement Grants – State Arts Agencies**

- PAE Partnership Agreement: Arts Education component
- PAU Partnership Agreement: Underserved Communities component
- PAC Partnership Agreement: Challenge America component
- PAM Partnership Agreement: American Masterpieces

##### **Other Projects**

- GAP State Arts Agencies acting as fiscal agents or consortium leads for projects funded through the Grants for Arts Projects guidelines.
- FAI Projects using Folk & Traditional Arts Infrastructure funds.
- NIP Projects funded by National Initiatives grants and cooperative agreements (e.g., Poetry Out Loud, Shakespeare in American Communities, Operation Homecoming, etc. See <http://www.arts.gov/national/index.html>).

# FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – SAMPLE RECORD LAYOUT

State Arts Agencies Partnership Agreement Grant

SAA: \_\_\_\_\_ NEA Grant #: 0\_ – 6100 - 2\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant Name			Cong*	Activity	Youth Ben		Requested*	Expenses	BSP Share	SAA Share
Applicant City		Status	ADisc*	Proj Descr	Individuals	Grantee Race	Grant Award	Income	Other NEA	Other Share
ZIP Code	State	Inst	PDisc	Arts Ed	Artists	Project Race	Spent*	In-Kind	Source	SAA ID#*
1			9*	11	16		19*	22	25	27
2		6	8*	12	14	17	20	23	26	28
4&5	3	7	10	13	15	18	21*	24	29	30*

- 1 Applicant Name
- 2 Applicant City
- 3 Applicant State Code
- 4 Applicant ZIP Code
- 5 Zip + 4 Code
- 6 Applicant Status
- 7 Applicant Institution
- 8 Applicant Discipline\*
- 9 Cong. District of Applicant \*
- 10 Project Discipline\*
- 11 Type of Activity
- 12 Project Descriptors
- 13 Arts Education
- 14 Total Individuals Benefiting
- 15 Actual Artists Participating

- 16 Total Children/Youth Benefiting
- 17 Grantee Race
- 18 Project Race
- 19 Grant Amount Requested\*
- 20 Grant Award
- 21 Grant Amount Spent\*
- 22 Actual Total Cash Expenses for Project
- 23 Actual Total Cash Income for Project
- 24 Actual Total In-Kind Contributions for Project
- 25 Basic Plan Share of Grant Award
- 26 Other NEA Share of Grant Award
- 27 SAA Share of Grant Award
- 28 Other Share of Grant Award
- 29 Source of Other NEA Funds in Field #26
- 30 SAA Unique Identifier\*

\* Fields marked with an asterisk are encouraged but not required

## FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – DETAIL PAGE

# State Arts Agencies Partnership Agreement Grant

SAA:

NEA Grant #: 0\_ - 6100 - 2\_

Start Date:        /        /

End Date:        /        /

[illegible]

\*Fields marked with an asterisk are not part of NEA reporting requirements.

# FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE

STATE ARTS AGENCY (SAA) Partnership Agreement Grant

*Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_ NEA Grant #: 0\_ – 6100 - 2\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Part A: Program Totals	Individuals Artists	Requested* Grant Award Grant Spent*	Expenses Income In-Kind	BSP Share Other NEA ##	SAA Share Other Share
				#	

##Other NEA: this field includes Partnership Agreement funds other than those from the Basic State Plan component, reported in "Grant Amount Spent", i.e., SAA arts education, underserved, Challenge America and American Masterpieces; any remaining NEA funds to SAAs such as Folk Arts infrastructure, consortium grants on which SAA was lead applicant, etc. Please break out the subtotals for Other NEA in columns 2, 3, 4, 5 and 6 below.

Other NEA ##								
Part B: Program & Administrative Totals	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Basic Plan Component	Arts Education Component	Underserved Component	Challenge America Component	American Masterpieces	Remaining Other NEA \$ (if any)	SAA Share	Other Share
1: Program Expenses (from Part A)								
2: Administrative Expenses								
3: Total Expenses								
4: Match for Grant Components								

= \_\_\_\_\_  
Total Grant Awards

= \_\_\_\_\_  
Total SAA Admin

= \_\_\_\_\_  
Total Expenses

X	
Signature	Date
Name:	
Title:	
Phone:	
E-mail:	

Person to contact, if different:	
Name:	
Title:	
Phone:	
E-mail:	

\*Fields marked with an asterisk are not part of NEA reporting requirements.

## Final Descriptive Report Part 1: Data Sequencing Form

*Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_

NEA Grant #: 0\_ - 6100 - 2\_\_\_\_

☐ Final or ☐ Interim? Final to be sent (date) \_\_\_\_\_.

Total # of grants/records in file: \_\_\_\_\_

Name of File: \_\_\_\_\_

**Export Format of File--select one**

☐ ASCII text delimited (preferred)

☐ ASCII tab delimited

☐ Access ☐ Excel

☐ Other: \_\_\_\_\_

Software used to produce the file:

\_\_\_\_\_

**List of fields IN THE EXACT ORDER in which they appear in the data dump:**

	Field Name	Type*	Max Length
1.			
2.			
3.			
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26.			
27.			
28.			
29.			
30.			
31.			

\*Text/character, numeric, or logical

**Contact information for questions about the content or format of the data file:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_





NATIONAL ENDOWMENT FOR THE ARTS

## PARTNERSHIP AGREEMENTS STATE ARTS AGENCIES

### Part 2: AMERICAN MASTERPIECES REQUIREMENTS

The State Arts Agency American Masterpieces funds are intended to introduce Americans to the best of their cultural and artistic legacy, through touring, local presentations, and arts education programs across all art forms that will reach all the American people.

If your Partnership Agreement award letter indicates that you were awarded American Masterpieces funds, please provide:

- Two copies of one summary narrative of up to two pages describing all project activities funded by your state arts agency and the direct benefits that these grants brought to the target communities. What difference did the projects make and how has (or will) that difference be measured? Any anecdotes that illustrate the benefits of the projects would also be welcome. Please do *not* submit a separate narrative for each project funded—just provide one summary narrative.

#### American Masterpieces Final Product Requirement:

In addition to the narrative, please submit:

- At least two publishable, professional quality photographs of project activities and/or resulting work. Photographs submitted on a diskette/CD in digital format are preferable. (**Use a separate diskette/CD for photographs;** do *not* include the photos on the diskette/CD containing the statistical detail information of the Final Descriptive Report.) Label the diskette/CD with your State Arts Agency's name and grant number.
  - Digital images should be 300 dpi or higher (we can scan prints if you are unable to provide digital format)
  - Images should be at least 3" x 3" and aesthetically pleasing
  - In a document on the diskette/CD, provide an explanation of each image and the photographer's name

As a reminder, the National Endowment for the Arts retains a royalty-free right to use all or a portion of your final report material for federal purposes (e.g., the use of the photographs to document the results of grant programs), including publication on our Web site. You should obtain written permissions from relevant artists and/or subjects in the photos you submit to us.



NATIONAL ENDOWMENT FOR THE ARTS

**PARTNERSHIP AGREEMENTS**  
**STATE ARTS AGENCIES**  
**Part 3: CHALLENGE AMERICA REQUIREMENTS**

The State Arts Agency Challenge America funds are intended to support activities in the areas of arts education and underserved communities that exemplify the benefits that the arts bring to families and communities.

If your Partnership Agreement award letter indicates that you were awarded Challenge America funds, please provide:

- Two copies of one summary narrative of up to two pages describing all project activities funded by your state arts agency and the direct benefits that these grants brought to the target communities. What difference did the projects make and how has (or will) that difference be measured? Any anecdotes that illustrate the benefits of the projects would also be welcome. Please do *not* submit a separate narrative for each project funded—just provide one summary narrative.

Challenge America Final Product Requirement:

In addition to the narrative, please submit:

- At least two publishable, professional quality photographs of project activities and/or resulting work. Photographs submitted on a diskette/CD in digital format are preferable. (**Use a separate diskette/CD for photographs**; do *not* include the photos on the diskette/CD containing the statistical detail information of the Final Descriptive Report.) Label the diskette/CD with your State Arts Agency's name and grant number.
  - Digital images should be 300 dpi or higher (we can scan prints if you are unable to provide digital format)
  - Images should be at least 3" x 3" and aesthetically pleasing
  - In a document on the diskette/CD, provide an explanation of each image and the photographer's name

As a reminder, the National Endowment for the Arts retains a royalty-free right to use all or a portion of your final report material for federal purposes (e.g., the use of the photographs to document the results of grant programs), including publication on our Web site. You should obtain written permissions from relevant artists and/or subjects in the photos you submit to us.



NATIONAL ENDOWMENT FOR THE ARTS

**PARTNERSHIP AGREEMENTS  
STATE ARTS AGENCIES  
Instructions for Completing Final Descriptive Report**

## STOP

Before mailing your report, please check the following:

1. Does the report follow the prescribed format?
2. Have you included the required diskette/CD and Data Sequencing Form?
4. Is the TOTALS page included?
5. Are all totals correct and consistent with the data in the DETAIL section?
6. (You may include the American Masterpieces and Challenge America photos and explanatory documents on the same diskette/CD.)
7. Have you included the narrative and required diskette/CD with photos for the Challenge America component reporting? (You may include the Challenge America and American Masterpieces photos and explanatory documents on the same diskette/CD.)
8. Have you prepared the Totals page, Data sequencing Form, and diskette/CD of the DETAIL pages for NASAA?

**NOTE:** In order to meet National Endowment for the Arts grant reporting requirements, reports must be complete and accurate. All codes used in your report must be consistent with the National Standard.

**SEE NEXT PAGE** for instructions on assembling your report.



NATIONAL ENDOWMENT FOR THE ARTS

## FY2002 - 2006 PARTNERSHIP AGREEMENTS Instructions for Assembling Your Final Reports

### Assemble your Final Descriptive Report as follows:

#### **PART 1: STATISTICAL DATA**

DATA SEQUENCING Form

Diskette/CD of DETAIL information followed by the

TOTALS page

#### **PART 2: AMERICAN MASTERPIECES REPORTING REQUIREMENT**

NARRATIVE

#### **PART 3: CHALLENGE AMERICA REPORTING REQUIREMENT**

NARRATIVE

### Assemble your Complete Final Report Package as follows:

- a. **Submit the original and one copy of Parts 1** (including diskette/CD), **2, and 3 of the Final Descriptive Report, one copy of the Financial Status Report, and the required product—photos** on a separate diskette/CD (if applicable) to:

GRANTS & CONTRACTS OFFICE  
FINAL REPORTS SECTION, Room 618  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001.

#### **DON'T FORGET TO INCLUDE YOUR FINANCIAL STATUS REPORT (FSR) and PRODUCT (if applicable)!**

Please see the important advisory on mail delivery to the Arts Endowment.

- b. Send one copy of the Totals page, Data Sequencing Form, and a computer diskette/CD version of the DETAIL pages to--

National Assembly of State Arts Agencies  
1029 Vermont Avenue, N.W., Second Floor  
Washington, DC 20005-3517.

Do not send NASAA a copy of the Financial Status Report or the photographs sent to the National Endowment for the Arts as the Challenge America or American Masterpieces product requirement.

- c. Keep one copy of the entire report for your records.